



CONSTITUTION OF THE UNIVERSITY OF CANTERBURY GAMING GUILD

1. NAME

University of Canterbury Gaming Guild

- a. The name of the club/society shall be the "University of Canterbury Gaming Guild"; hereinafter referred to as the Gaming Guild or the Club.

2. OBJECTIVES

- a. The objectives of the Gaming Guild shall derive, and not be at conflict with, the aims, objectives and policies of the University of Canterbury Students' Association Inc.
- b. The objects of the Gaming Guild shall be:
 - i. To further the social interests of all members of the club.
 - ii. To provide events that cater to video gamers of all kinds.
 - iii. To promote video gaming to the rest of the University.
 - iv. Bring together the video gaming community in a fun and friendly, yet competitive environment.

3. MEMBERSHIP

- a. The following persons shall be eligible for membership:
 - i. Any member of the University of Canterbury Students' Association Inc.
 - ii. Any past member of the University of Canterbury Students' Association Inc.
 - iii. Any staff member of the University of Canterbury.
 - iv. Any associate member who shall be any other member admitted to the Club at the discretion of the committee.
- b. Membership will be granted on payment of subscription fee.
- c. Subscription fees for membership will expire at the end of each club year.
 - i. All current members will be billed at the end of this period to renew their membership.

4. CESSATION OF MEMBERSHIP

- a. Any Member may resign by giving written notice to a member of the Executive whom shall pass it onto the Secretary.
- b. Membership can also be terminated in the following way:
 - i. If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Member ("the Committee's Notice"). The Committee's Notice must:
 - a. Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;

- b. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership.
 - c. State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.
 - d. State that if the Committee terminates the Member's Membership, the Member may appeal to the Society.
- ii. 14 days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.
- iii. If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at a Society Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Society Members have had sufficient time to consider the Member's Explanation, the Member may defer their right to be heard until the following Society Meeting.
- iv. When the Member is heard at a Society Meeting, the Society may question the Member and the Committee Members.
- v. The Society shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Society's decision will be final.

5. SUBSCRIPTION

- a. An annual subscription, if in effect, is to be paid by each member of the club at the beginning of the club year.
- b. The subscription fee will be fixed in the prior year by the club Committee and approved by the club at the AGM.
 - i. If a change in subscription fee is not approved at the AGM, then the previous years fee will apply.
 - ii. The subscription fee may be zero and all mentions to 'paid' members or 'subscription fees' will have no effect in that case.

6. EVENTS

- a. Events of the club shall be open to anyone who meets the criteria for membership.
- b. The Committee reserves the right to refuse entry of club members to any event.
- c. Members may be asked by the Committee to leave an event after having been granted entry should the conduct of a member not be deemed suitable or appropriate for the event.

7. OFFICERS AND COMMITTEE

- a. The Officers of the Club shall be at minimum the President, Secretary and Treasurer. A Vice President may also be elected as an officer of the Club.
 - i. In the case that no Vice President is elected into the Committee, all mentions of "Vice president" in this document will have no effect.
- b. There shall be elected a minimum of 3 additional members, who, with the President, Vice President, Secretary, Treasurer, shall form the Committee of the Club.
- c. The Committee may consist of any number of General Officers, with powers and responsibilities determined by the Executive Officers.
- d. The first-year representative will be elected by the Committee at the first major event by the club. The event at which an election for the first-year representative takes place must be selected by the Committee prior to semester one clubs day and advertised at clubs day.
- e. During the year the Committee may call an SGM to elect additional members to the Committee if additional committee members are deemed necessary for effective functioning of the club.
- f. All elected members shall hold office from the 1st of January for the year they were elected for, until the last day of December of that year unless they:
 - i. Resign, or
 - ii. Lose a vote of no confidence at a General Meeting during their term of office.
- g. The period between AGM and the end of the year shall be a transitional period in which the new executive are introduced to the role by the current executive.
- h. No members shall be eligible for election to any office unless they have paid their subscription prior to the election.
- i. All elections for Officers shall be by a show of hands or secret ballot.

8. MANAGEMENT

- a. The Committee of the Club herein referred to as the Committee, as provided for in Clauses 7(a), 7(b), 7(c), and 7(d) shall manage the internal affairs of the Club; shall exercise supervision over properties and members; shall purchase all materials required by the Club and pass accounts for payment.
- b. The Committee shall have power to carry out and enforce the constitution, and from time to time, make, amend or rescind by-laws as it deems fit.
- c. All proposals need quorum to be achieved. These shall be minuted at the earliest convenience.
- d. Quorum is either 50% of the Committee (inclusive of the president) or 75% (excluding).
 - i. Verbal votes shall be used in the first instance. If majority is not clear then votes shall be cast via physical actions (such as raising hand)
 - ii. If proposal needs to be voted on in an informal setting all cast votes must be written.
- e. The President or any two members of the Committee shall have the power, at all times, to instruct the Secretary.
- f. The Club's official platforms must be in control of the Committee.
 - i. The official 'UC Gaming Guild' Discord server shall be owned by the Committee. This server will be owned by a 'UC Gaming Guild' discord account that the exec can access and at least two exec members must be designated as 'moderators' of the server to ensure rules are being followed.
 - ii. The Club's website, Facebook, Instagram, and other official media platforms will be in control of the Committee.

9. FUNDS

- a. The funds of the Club, from whatever source derived, shall be applied only towards the promotion of the aims and objectives of the club and no portion of any funds shall be paid or transferred directly or indirectly, by way of dividend, bonus, salary, or otherwise to any member of the Club, with the exception of reimbursement to members of legitimate and actual expenditure on behalf of the Club which the Committee authorises.
- b. All monies shall be monitored and recorded annually by the Treasurer, and funds shall be deposited in an account of the Club's.
- c. The Club is solely responsible for all debts incurred in its name. No responsibility or financial liability will be taken by the University of Canterbury Students' Association Inc.
- d. Account signatory shall be held by no less than three members of the exec. Only a maximum of one past exec shall be a signatory at any one time and should be removed at earliest convenience. The treasurer, president and a third person (nominated by the exec) shall hold signatory to the account. The account must be transferred to the new exec team by the start of the first semester of the university year. All transactions are subject to the UCSA clubs code of conduct and require two signatories to approve.
- e. Funds earned or acquired for a specific purpose of the Club may be earmarked to be used only for that purpose.
 - i. If that purpose has a period of inactivity deemed unacceptably long by the Committee, then the funds earmarked for that purpose may be reclaimed by the Club to be used for other purposes.

10. PRESIDENT AND VICE PRESIDENT

- a. At all Annual and Special General Meetings of the Club, the President shall occupy the Chair. Should they be absent, the Vice President shall take the chair. In lieu of both the President and Vice President, a Committee member, appointed by members, shall take the Chair.
 - i. During Annual and Special General Meetings, the President, Vice President or other acting Chair shall take into account other executive opinions.
- b. The President and Vice President may also elect a representative of the Committee to act as Chair on their behalf.
- c. The Vice President shall preside over the club in lieu of the President in the case of the President's absence.
- d. The Vice President shall also provide a supporting role beside the President as a representative of the Club.

11. SECRETARY AND TREASURER

- a. The Secretary shall attend meetings and keep accurate minutes of the proceedings, read and file communications and other papers, issue notices of meetings, conduct correspondence, and generally attend to clerical duties in connection with the Club.
- b. The Secretary shall also be allowed the ability to delegate these tasks to executive members while still being responsible for overseeing these duties.
- c. The Secretary will further see that affiliation to the University of Canterbury Students' Association Inc is completed annually.
- d. The Treasurer shall account for all subscriptions and shall dispose of them as directed by the Committee, keep proper books and prepare a Financial Report on Income and Expenditure for the financial year to the Annual General Meeting, also

they shall prepare the Statement of Assets and Liabilities for the Annual General Meeting.

- e. The Treasurer shall also keep a record of equipment or property purchased, the cost, the receipt, and where such equipment is stored. They shall arrange insurance as necessary.
- f. The Treasurer shall also obtain, maintain, and manage sponsorships for the club or delegate this responsibility to another committee member as appropriate.
- g. The Secretary and the Treasurer shall together be responsible for keeping a register of members, identifying all members of the club.

12. GENERAL EXECUTIVES

- a. Elected General Executives of the Committee may utilise portfolios as a guide for their roles in the Club.
- b. The newly-elected Committee must draft up a task list and/or portfolios for their executive team before their term as Committee begins.
 - i. The outgoing Committee must provide their list of portfolios to the following year's committee.

13. ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING

- a. Notice of Annual General and Special General Meetings shall be communicated in writing via official club platforms to all members, no less than seven days prior to the meeting taking place.
- b. An Annual General Meeting of the Club shall be held each year, at a date determined by the Committee. The regular business of the meeting shall be:
 - i. To receive the Annual Report (President).
 - ii. To receive the Financial Report, and the Statement of Assets and Liabilities for the preceding year.
 - iii. To elect Officers and Committee members for the forthcoming year.
 - iv. To transact any other general business of the Club.
- c. A Special General Meeting of the Club shall be called by the secretary on receiving a written request by the President, by at least ten (10) financial members, or by the Committee on its motion.
- d. The mode of voting at all meetings shall be by a show of hands or a secret ballot.
- e. At all General Meetings of the Club, all financial members shall be entitled to vote.
- f. At least 50% of elected Committee members are required to make Quorum at a General meeting.

14. YEARS

- a. The financial year of the Club shall begin on the first day of January and terminate on the last day of December in each year.
- b. The club year of the Club shall begin on the first day of January and terminate on the last day of December each year.

15. CONSTITUTION

- a. The Secretary and Treasurer shall keep copies of this Constitution, which shall be available to members on application.

16. ALTERATION OF THE CONSTITUTION

- a. No part of this Constitution shall be altered, rescinded, or added to except at a General Meeting of the Club called for that purpose.
 - i. Every proposed alteration must be handed to the Secretary at least eight (8) clear days before the date of such a meeting. The secretary will then allow this information to be reviewed by members of Club prior to the meeting.
- b. No motion to alter or rescind or add to this constitution shall be deemed to be carried at a General Meeting unless two-thirds majority vote in favour of the changes to be received from the members present.
- c. The University of Canterbury Students' Association Inc must be notified in writing of any alterations made to the Constitution.
- d. No motion to alter or rescind or add to this Constitution shall be deemed to be carried if the University of Canterbury Students' Association Inc. Executive deems the change to be contrary to the interests, aims or objectives of the University of Canterbury Students' Association Inc.

17. STANDING ORDERS

- a. The Standing Orders of this Club shall be those of the University of Canterbury Students' Association Inc.

18. AFFILIATION

- a. The Club shall apply for affiliation to the University of Canterbury Students' Association Inc on an annual basis and will abide by the decisions and rulings of its Executive. The conduct of the affairs of the Club shall be in accordance with the Constitution of the University of Canterbury Students' Association Inc.

19. WINDING UP

- a. The Club shall be wound up if:
 - i. A motion to that effect is passed by a two-thirds majority at a General Meeting.
- b. In the event of the Club winding up, all property and assets (including any monies held in the club bank account), shall be held in trust by the University of Canterbury Students' Association Inc for not less than four years, and shall be given to a University of Canterbury Students' Association Inc Club with the same objectives when such a Club is formed. If, after four years, no similar University of Canterbury Students' Association Inc Club is formed, the University of Canterbury Students' Association Inc shall have the power to dispose of assets and properties as it sees fit. All profits from such disposal shall go towards the University of Canterbury Students' Association Inc Club Funds.